



PORTLAND VA MEDICAL CENTER

**Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics**
Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)



NOTICE OF VACANCY

1. <u>Announcement Number</u> T-05-117-JC	2. <u>Title, Series, Grade, Salary</u> Budget Analyst GS-560-9 \$43,346 to \$56,347 per annum	3. <u>Tour of Duty</u> 8:00AM to 4:30PM M-F	4. <u>Duty Station</u> Research Service, Portland, OR, Division
5. <u>Type & Number of Vacancies</u> Temporary, NTE 3 Years 1 Full-time position	6. <u>Contact</u> Tonya Griffin 503-220-8262 x 57527	7. <u>Opening Date</u> 3/17/05	8. <u>Closing Date</u> Open Until Filled

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

MAJOR DUTIES:

The incumbent assembles historical data on expenditure and cost trends to provide projections of needs for each fiscal year. Consults with the AO of the NCRAR and Budget Analyst of R&D service regularly in regards to accounts. The incumbent actively participates in the preparation of other regulatory reports for monthly meetings to assess current spending patterns and plans to transfer funds for new developments within the NCRAR. Makes recommendations to the AO of NCRAR on financial affects of possible recruitment, reduction in force, overtime request of increase/reduction in number of hours and employee may work according to the availability of funds. Performs a variety of fiscal accounting duties, including analyzing and accurately updating Microsoft Excel spreadsheets to account for funding allocations and expenditures (actual cost to date as well as projected costs) for the Core Center Program as well as a multitude of investigator initiated research projects, Completes daily entries to update account specific procurement information (account number, date of purchase, description of goods and/or services purchased, cost, etc.). Prepare and review a variety of administrative correspondences for technical and substantive content, accuracy, completeness and format consistent with management and department expectations and policies, prior to presenting such correspondences to management for signature (s).

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-560, series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-7 grade level in the normal line of progression for the occupation in the organization.

Substitution of Education for Experience: Master's or equivalent graduate degree or 2 full years of progressively higher-level graduate education leading to such a degree or LL.B. or J.D., if related. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Describe and rate your knowledge, skills and abilities in using applications such as Microsoft Excel to develop and maintain accurate, up-to date and user friendly financial accounting systems for an organization or program.
2. Describe and rate your knowledge, skills and abilities related to government procurement policies and procedures, including the use of GSA and PCHS-2 contracted vendors and development of requests for contract to procure unique goods and services.
3. Describe and rate your skills and abilities in coordinating, preparing and submitting administrative correspondences and technical documents to meet the procurement needs, (goods and services) for an organization or program
4. Describe and rate the skills and abilities you possess that make you ideally suited to contribute as a valued member of a team of individuals working together toward the goal of achieving optimal administrative efficiencies, control and reporting capabilities.
5. Describe and rate your skills and abilities to assemble historical data and cost trends to provide projections of needs for each fiscal year and consult with Research & Development Budget Analyst in preparing annual budget.

(Continued on next page)

VACANCY ANNOUNCEMENT INFORMATION SHEET

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

US Citizens may apply by submitting the following forms/documents to the Portland VA Medical Center, P4HRMS, PO Box 1034, Portland, OR 97207, or brought in person to Human Resources, Bldg 100 Rm 6C12, Portland VA Medical Center, 3710 US Veterans Hospital Road, Portland, OR 97239. Forms are available in the Human Resources Office or on our website, www.va.gov/portland/hr. This job is Open Until Filled.

1. [OF 612 \(Optional Application for Federal Employment\)](#), or Resume. (Please refer to [OF-510 \(Applying for a Federal Job\)](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612.
2. [OF-306, \(Declaration for Federal Employment\)](#) (January 2001 version or later).
3. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
 - b. [SF-15, \(Application for 10-point Veteran Preference\)](#)
 - c. VA letter of service-connected disability rating dated within the last 12 months.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**